



RAPHAEL CONTRACTING LTD

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

Title: <u>Site access and work permits</u>	Date: <u>28.11.22</u>
Location: <u>Hoxton Hotel</u>	Start Time: <u>09:00</u>
Duration (Minutes) <u>30min</u>	End Time: <u>09:30</u>
Presenters name: <u>30 min.</u>	Presenters Signature: <u>[Signature]</u>

	Candidate's Name	Name of Employer	Candidate's Signature
1	<u>MATWAR JAGATIA</u>	<u>RCL</u>	<u>[Signature]</u> I confirm that I have understood the Tool Box Talk
2	<u>A. Lidzins</u>	<u>RCL</u>	<u>[Signature]</u> I confirm that I have understood the Tool Box Talk
3	<u>R. RAMA</u>	<u>RCL</u>	<u>[Signature]</u> I confirm that I have understood the Tool Box Talk
4	<u>S. HIRANI</u>	<u>R.C.L</u>	<u>[Signature]</u> I confirm that I have understood the Tool Box Talk
5			I confirm that I have understood the Tool Box Talk
6			I confirm that I have understood the Tool Box Talk
7			I confirm that I have understood the Tool Box Talk
8			I confirm that I have understood the Tool Box Talk
9			I confirm that I have understood the Tool Box Talk
10			I confirm that I have understood the Tool Box Talk
11			I confirm that I have understood the Tool Box Talk
12			I confirm that I have understood the Tool Box Talk
13			I confirm that I have understood the Tool Box Talk
14			I confirm that I have understood the Tool Box Talk
15			I confirm that I have understood the Tool Box Talk

Grant Claim information

Note: Claims can only be made for your employees or labour-only sub-contractors

No. Attended

4

Duration

30min

Total Time

2h.

Employer Reference

2453745

DOCUMENT REFERENCE:	SIT-FM-007	VERSION NO:	1.1	CREATION DATE:	07/02/2013	Page 1 of 1
DOCUMENT OWNER:	DAS			LAST REVISION DATE:	01/03/2018	



PERSONAL PROTECTIVE EQUIPMENT ISSUE REGISTER

SITE: 21 MOORFIELDS

OPERATIVE NAME	HARD HAT CHIN STRAP	SAFETY GLASSES	HI-VIZ VEST	GLOVES	EAR DEFENDERS / PLUGS	DUST MASK FFP3	REASON FOR ISSUE / REISSUE				SIGNATURE	DATE
							New	Lost	Damaged	Wear and Tear		
S.GEDGAUTAS	V		V							V		21/11/22
K.OMALLEY								V				21/11/22
S.VILKOV	V									V		24/11/22
D.BARR	V			V			V					22/11/22
S.GAZJAR	V		V							V		22/11/22



RAPHA

CONTRACTING

TRAINING AND DEVELOPMENT PLAN SHORT TRAINING SESSION ATTENDANCE SHEET

No: 27
Title: TOWER SCAFFOLDS AND PROILING STEPS Date: 01/12/22
Location: Repton Gardens Start Time: 730
Duration (Minutes) 30min End Time: 800
Presenters name: S. SIMONOVIC Presenters Signature:

	Candidate's Name	Name of Employer	Candidate's Signature
1	D. RASCICLAL	RCL	 I confirm that I have understood the Tool Box Talk
2	S. HIRANI	RCL	 I confirm that I have understood the Tool Box Talk
3	R. RAMA	RCL	 I confirm that I have understood the Tool Box Talk
4			I confirm that I have understood the Tool Box Talk
5			I confirm that I have understood the Tool Box Talk
6			I confirm that I have understood the Tool Box Talk
7			I confirm that I have understood the Tool Box Talk
8			I confirm that I have understood the Tool Box Talk
9			I confirm that I have understood the Tool Box Talk
10			I confirm that I have understood the Tool Box Talk
11			I confirm that I have understood the Tool Box Talk
12			I confirm that I have understood the Tool Box Talk
13			I confirm that I have understood the Tool Box Talk
14			I confirm that I have understood the Tool Box Talk
15			I confirm that I have understood the Tool Box Talk

Grant Claim information

Note: Claims can only be made for your employees or labour-only sub-contractors

No. Attended

3

Duration

30min

Total Time

1 1/2 h.

Employer Reference

2453745

Toolbox Talk No. 27 TOWER SCAFFOLDS AND PODIUM STEPS

Fact: Only trained, competent persons are to erect mobile towers e.g. PASMA

Before Use:

- Prefabricated access towers are to be erected in accordance with the manufacturer's instructions by competent operatives, erection instructions must be available on site.
- Check all components are in good condition. Check wheels for effective rotation and brake and locking devices work currently.
- Towers must be used on firm surfaces, where ground is soft or sloping, adequate support must be provided – Persons must be protected from falls.
- The platform height should not be more than 3 times the length of the shortest side of the tower (example: shortest side of tower is 1.5 metres multiplied by 3 giving a maximum platform height of 4.5 metres). This height can be increased by the use of outriggers.
- At 2m and above toeboards and double handrails **MUST** be fitted.
- Care must be taken when working from the platform that pulling or pushing actions do not overturn the tower – Do not climb the outside of the tower.
- Do not pull heavy items up the side of the tower, use lifting devices – Always check manufacturers safe working load (**DO NOT EXCEED**).
- Do not use ladders from platforms of towers, this causes high overturning force – Scaffold System to be used if situated in an area for more than one week.
- Tie the tower to a permanent structure, where possible, but do not tie to the thin tube sections.

Q: How would you hoist materials on to a working platform?

Access:

- Proprietary steel or aluminium alloy towers have a variety of means of access, these being:-
 - a) Integral diagonal stairway. As well as providing access this will form part of the bracing of the tower.
 - b) Ladder units which slip onto the end frame or inclined ladders, securely fixed, inside the scaffold frame.
 - c) Climbing a ladder section, which is incorporates within the end frame. Such a ladder section will have rungs no more than 300mm apart with stiles not more than 480mm apart. Climbing horizontal members of the other types of end frame is not to be accepted as a safe means of access.

NB. All towers must have a double hand rail or gap not exceeding 470mm from toeboard.

SCAFFOLD TOWERS AND PODIUM STEPS MUST BE CHECKED WEEKLY BY A COMPETENT PERSON, SIGNED OFF FIT FOR USE, ON RAPHAEL PLANT RETURN SHEET AND COPIED TO HEAD OFFICE.

- Access is from the inside of the tower frame to avoid eccentric loading of the tower. Working platforms are to be provided with trap doors to facilitate access.
- Where the vertical distance between the ground and working platform exceeds 9 metres, an intermediate platform with guardrails must be provided. Minimum platform width 600mm or 3 boards.

Working platforms

- Working platforms are to be fully boarded and complete with guardrails and toeboards

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where on a double width aluminium alloy tower a single width platform only is used, it must have guardrails and toeboards to suit. Mobile towers are to have only one working platform.

Prior to erecting towers on suspended floor, ensure bearing capacity of floor is sufficient for the planned load.

Moving Mobile Towers

Tower must NEVER be moved with men or materials upon the platform and may only be moved by applying a horizontal force at or near the base.

Prior to moving a tower, ensure that the route to the new desired location is free of obstructions. In particular, ensure any holes, pits, ducts or gratings are securely covered and that also no overhead obstructions such as electric cables or beams are present.

When towers are to be moved and outriggers with adjustable feet are fitted, they must first be raised to a minimum height (12mm) to allow movement. However, the tower must be reduced in height to not more than 3 times minimum base dimension.

After moving and before use, wheels must be locked.